***Hellgate High School – Capstone Committee***

**Monthly Meeting**

**Wednesday, November 5, 2014, 3-4pm**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

This leadership team will review, discuss, and revise the current capstone requirements to meet the student and staff needs and to ensure alignment with the 21st Century Model of Education.

**Agenda & Meeting Minutes**

Facilitator: Nancy Larum (later Lisa Hendrix) Note taker: Lisa Moser/ Libby Oliver

Committee members present: A. Pfister, J. Slemberger, C. Christopher, C. Young, B. Huguet, Staats, D. Hendricks, C. Lurgio,P. Connely, Shannon Pinkston, L. Cordial, R. Clark, N. Larum, L. Oliver, Liz Colonthono, Cathy Stewart, L. Moser, L. Hendrix

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| **Topic** | ‡**Notes** |
| Meeting Roles: | Determine a chair & note taker for this team \*\* We still need notes from the October Capstone meeting…. |
| Administration Report: | 1. Direction from Regional Director on School Board Proposal ERD   A motion was made to move item b. 3. from the December agenda (below) to the forefront of today’s discussion. The committee members present at the beginning of the meeting agreed that until the administration and board make a decision regarding student accountability, other decisions and discussions are not realistic. History of the capstone project (18 months-full district committee talking about page 101 of the 21st Century Learning document—all schools presented to board). We also discussed that juniors and seniors got conflicting information at the beginning of this school year regarding what is optional/ not optional and what the juniors’ time line is in preparation for their senior year. (Or if the info is not conflicting, it is misunderstood.) If the current juniors’ capstone project time frame is Jan 2015-Jan 2016, they need a handbook that fits this time frame. A parent/ community committee member pointed out the counselors are not giving students information consistent with the letters the juniors had been sent. The capstone committee agreed that juniors need to be updated about capstone and the update should be sent home/ delivered to groups of juniors verbally prior to our 2014 winter break. The committee also did not reach an agreement on whether/how the capstone project should/ can be required for future seniors. While the accountability piece of capstone had previously been in the government and English teachers’ hands, it was suggested that it be dispersed throughout the faculty relative to the project topics future students choose. A suggestion was also made that the capstone be changed to be completely community service based with no research paper or multi genre components. Whether or not the capstone will ultimately include writing or not, it was also suggested that a teacher be only responsible for one component of a capstone project, for example student X has Ms. Y for the writing portion and Mr. J for the community service portion for accountability. A certain percentage of student X’s grade in Ms. Y’s and Mr. J’s class would be for the capstone completion. Lisa H arrived following another meeting and explained that she hopes to be able to work with new principals at BSHS and Sentinel, but in the meantime, we need to move forward at HG. The sole unanimous agreement made was that the juniors must be updated ASAP, although the details of this update were not determined.   1. # of projects reported to assistant principal 19 |
| Calendar | Determine the following calendar events for the 2016 graduates:   1. Presentation day 2. Project Proposal due date 3. Research Paper due date |
| Capstone Coordinator | Discuss MOU   1. Coordinator proposal for 2015 graduates 2. Coordinator proposal for 2016 graduates |
| December Agenda | 1. Meeting Date – December 3, 2014 3-4 pm, school library 2. Suggested agenda items:    1. Finalize calendar    2. Select a date for student assembly    3. Finalize accountability for student completion |
| Summary of Decisions |  |

‡Agenda & Meeting Minutes may be posted on the district wiki and school website at the conclusion of the meeting, so be conscious of FERPA violations while taking notes.